

Special Meeting
New Haven Board of Commissioners
March 12, 2015

(See attached list of those present)

Mayor Rogers called the meeting to order and the pledge was recited. The Special Meeting was a rescheduled meeting from March 5. The original meeting was called to discuss personnel relating to the Utility Clerk Position. The original meeting was cancelled due to inclement weather.

The Mayor asked the Commissioners for their thoughts on whether the position should be fulltime or part-time.

- Jane said before the discussion was held whether the position was fulltime or part-time she wanted a hiring policy in place for this and future hiring procedures. Jane said she had talked with various people and she felt that the utility clerk position should be fulltime.
- Nicole said she was still trying to get a clearer understanding of the position. She wanted to look at the various duties associated with the position.
- Chris accused Joanie of printing her job duties in a large bolded font in an effort to make her position more important. He said the clerks were overpaid and Joanie and Linda were being paid more than the County Clerk. He questioned duties associated with the Iron Horse Festival, Park Rentals, Face Book and the City Web Site. Chris questioned the City paying for clerks' cell phones. Linda and Joanie informed him that they each paid for their cell phones. The only employee who receives a city paid cell phone is Tim Bartley.
- Both Chris and Nicole questioned the necessity of continuing the Public Access Channel.
- Mike said that he had talked with lots of people who came in and out of his shop and he would base his vote on those opinions.

Jan said before proceeding with the decision of fulltime or part-time we needed to set a hiring policy. Jane made a motion to adopt the following policy:

- When the City has an open position authorized by the Commission.
- A Committee consisting of the Mayor, Department Head and a third individual will be appointed per the Commission.
- The Committee will choose not less than three or more than five applicants to interview from the resumes/applications.
- After interviews, the Committee will bring a candidate to the Commission for approval.

Nicole seconded the motion. All voted in favor.

Chris made a motion to appoint a committee consisting of the Mayor, Jane Masse, and Mr. Tim Bartley to interview applicants for the utility clerk position and bring a recommendation to the April 16 meeting. Nicole seconded. All voted in favor.

Discussion continued concerning the fulltime/part-time position issue. Corey Holbert addressed the Commission stating that he felt it was a safety issue for the City to not have two fulltime clerks at City Hall.

The Commission was informed that with the best case scenario the City Clerk would be out of City Hall nine weeks annually with vacation, training, and sick time.

Jane reported that by hiring a fulltime person to replace Joanie when she is promoted upon Linda's retirement the City would be saving approximately \$20,000 after including a raise for Joanie for her promotion. Chris was concerned that when a fulltime position is filled then benefits would have to be paid.

Mike made a motion to fill the Utility Clerk position as a fulltime position. Jane seconded. All voted in favor except Chris who voted against.

Chris made a motion to re-advertise for the position with resumes due April 1. The committee will make a recommendation to the Commission at the regular April meeting. Jane seconded. All voted in favor.

Chris made a motion to adjourn and Jane seconded. All voted in favor.

Mayor

Clerk